

THE NAVAJO NATION
Department of Personnel Management
JOB VACANCY ANNOUNCEMENT

REQUISITION NO: <u>DOT10712644</u>	DATE POSTED: <u>10/10/16</u>	
POSITION NO: <u>241189</u>	CLOSING DATE: <u>10/21/16</u>	
POSITION TITLE: <u>Civil Engineer</u>		
DEPARTMENT NAME / WORKSITE: <u>DOT/Navajo DOT-Department of Roads/Tse Bonito, NM</u>		
WORK DAYS: <u>MONDAY-FRIDAY</u>	REGULAR FULL TIME: <input checked="" type="checkbox"/>	GRADE/STEP: <u>AC65A</u>
WORK HOURS: <u>8:00 AM TO 5:00 PM</u>	PART TIME: <input type="checkbox"/> NO. OF HRS./WK.: _____	\$ <u>50,377.60</u> PER ANNUM
	SEASONAL: <input type="checkbox"/> DURATION : _____	\$ <u>24.22</u> PER HOUR
	TEMPORARY: <input type="checkbox"/>	

DUTIES AND RESPONSIBILITIES:

Under general supervision, performs a range of conventional engineering duties of moderate difficulty related to transportation civil engineering requiring independent judgment and resourcefulness; assignments are reviewed for technical accuracy and compliance with established policies, standards and codes; performs related work and other duties as assigned. Performs professional engineering estimates and value engineering such as cost and schedule estimates for road maintenance and the improvement of earth roads; undertake designs and specifications, plans and drawings on heavy road maintenance; work closely with other Civil Engineers on value engineering, engineering assessment, planning processes (survey, vertical and horizontal curves, water crossing, plans profiles cross section). Monitors projects using MS Project Management reviews and approves daily field activity reports relating to routine graveling schedule. Assist with construction management and project closeout reports. Review technical and environmental reports. Conducts quality assurance/control on road maintenance services and management within the assigned Navajo Nation agency chapter and region, ensures that earth roads are maintained to standards that reflects measurable requirement and safety in accordance to the Road Maintenance Plan. Accountability for optimum level of maintenance which includes frequency of maintenance that keeps roads in safe passable conditions at a minimum total cost and within routine maintenance budget. Develops Request for Proposal (RFP) for geotechnical and drainage study professional services for low water crossing, culverts installation, soil compaction, subgrade road preparation, soil stabilization treatment and placement of gravel or Red Dog material; must be knowledgeable with the development & design of highway pavement structural analysis. Monitor road maintenance services, heavy road maintenance road improvement and construction. Develop professional service contracts and monitor contracts to implementation of and scope of work. Review and approve work for contract payout and closeout contract projects. Prepare and develop status reports to funding agency, OMB, Navajo Nation Division Office of the President and Vice President, Navajo Nation Oversight Committee and Navajo Nation Council.

QUALIFICATION REQUIREMENTS: (Education, Experience and Training)

Minimum Qualifications:

- A Bachelor's degree in Civil Engineering or related engineering field; and two (2) years responsible work experience as a Civil Engineer and/or related work in public infrastructure construction.

Special Requirements:

- Possess a valid state driver's license.
- Within 90 days of date of hire must obtain a Navajo Nation Vehicle Operator's Permit.

(To receive full credit for education, certification, or licensure, transcripts, copies of degrees, certificates, and other appropriate documents must be submitted along with employment application.)

Special Knowledge, Skills and Abilities:

Knowledge of principles, practices and techniques applied in civil engineering to sufficiently address and reconcile engineering concerns. Knowledge in developing engineering plans, scope of work, and design specifications for conventional or for small engineering projects consisting of multiple phases.

THE NAVAJO NATION GIVES PREFERENCE TO ELIGIBLE AND QUALIFIED APPLICANTS IN ACCORDANCE WITH THE NAVAJO PREFERENCE IN EMPLOYMENT ACT AND VETERANS' PREFERENCE.